

## Attachment 2 Semi-Annual Report

Grantee Institution:  
Contract Number: XX  
**EXHIBIT X - Attachment X**  
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**SAMPLE SEMI-ANNUAL PROJECT REPORT**  
**CALFED SCIENCE PROGRAM PROJECT NUMBER:**  
**PROJECT TERM:**  
**PROJECT TITLE:**

**SEMI-ANNUAL REPORT #:**

### **CONTRACTOR/GRANT RECIPIENT CONTACT INFORMATION**

#### ***Program Administrator***

NAME:  
INSTITUTION:  
ADDRESS:  
PHONE:  
EMAIL:

#### ***Lead Investigator***

NAME:  
INSTITUTION:  
ADDRESS:  
PHONE:  
EMAIL:

### **GRANTING PROGRAM CONTACT INFORMATION**

#### ***Technical Contact***

NAME:  
TITLE:  
AGENCY:  
ADDRESS: 650 Capitol Mall, 5<sup>th</sup> Floor, Sacramento, California 95814  
PHONE:  
ADDRESS:  
PHONE:  
EMAIL:

#### ***Grant/Administrative Contact***

NAME:  
TITLE:  
AGENCY:  
ADDRESS: 650 Capitol Mall, 5<sup>th</sup> Floor, Sacramento, California 95814  
PHONE:  
E-MAIL:

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***Funding Source:***

***Project Location:***

***Brief Description of Project:***

***Primary Objective to be Achieved:***

**BUDGET SUMMARY** (All tasks should exactly match those identified in the project Scope of Work.)

TASK/SUBTASK	% COMPLETE (BY DOLLARS)	AMOUNT INVOICED (CURRENT FISCAL YEAR)	AMOUNT INVOICED TO DATE (ALL YEARS)	PROJECTED EXPENDITURES (NEXT 6 MONTHS)
Task 1				
Task 2				
Task 3				
Totals				

### **PROJECT STATUS TO DATE (BY TASK)**

This section should be a cumulative overview of the activities performed to date and include both current and past information for each task. Please list all new information at the top of each task section so that it is clear which information is the most recent. Please keep all new information brief yet detailed enough so the technical contract manager can determine your progress (e.g. a paragraph or two of new information for each task should suffice). At the end of the project, this section will serve as a full historical record of all activities performed on the project.

TASK 1:

TASK 2:

TASK 3:

### **PROJECT-WIDE STATUS**

ACHIEVED OBJECTIVES, FINDINGS, AND CONTRIBUTIONS:

PROBLEMS OR DELAYS ENCOUNTERED:

DELIVERABLES:

PERSONNEL CHANGES:

CONTRACT MODIFICATIONS:

Notes/Other: